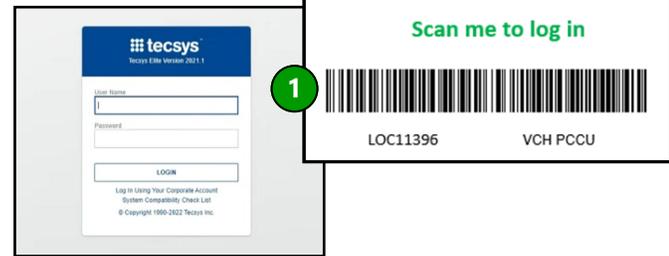
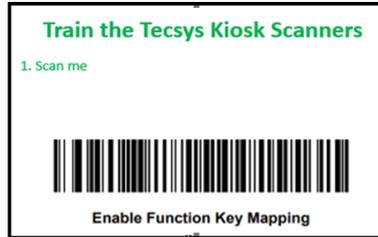


NURSING KIOSK: PATIENT SUPPLY USAGES AND RETURNS

Chargeable items indicated by a neon green bin label must be tracked in the kiosk to correctly bill patients and replenish the unit inventory stock. Follow the steps below to document supply usages and returns.

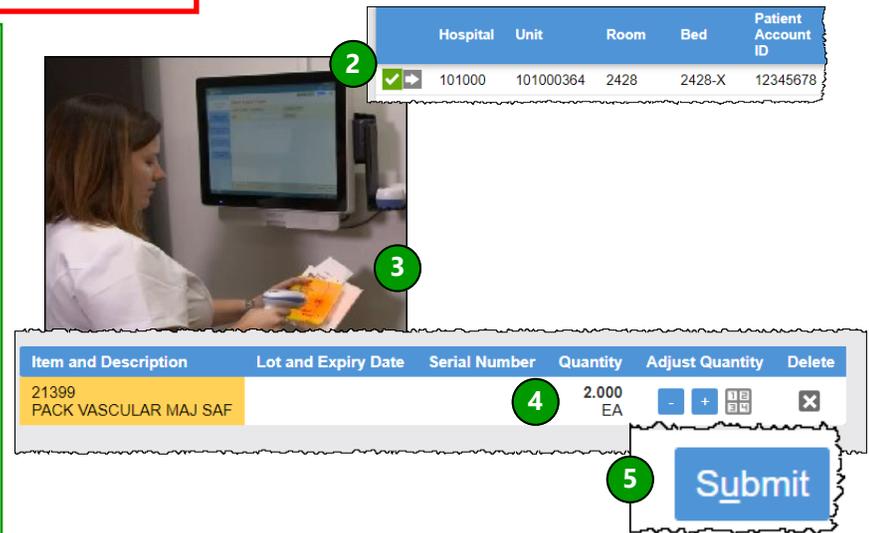
SCANNER NOT WORKING?

If you are unable to login to Tecsys by scanning the login barcode, the scanner may need to be re-trained. Scan this re-training barcode located near the workstation and then try logging in again.



PATIENT SUPPLY USAGES

1. Log into Tecsys by scanning the **barcode** associated with the kiosk. **DO NOT** login with your VUMC ID/password.
2. Select the **check mark** next to the appropriate patient and bed.
3. Scan the neon green **bin label** of the item(s) you are using.
4. Adjust the **quantities** as needed using the "+" and "-" buttons or the **keypad**.
5. Select **Submit** when all items have been scanned and quantities have been adjusted to decrement the inventory.

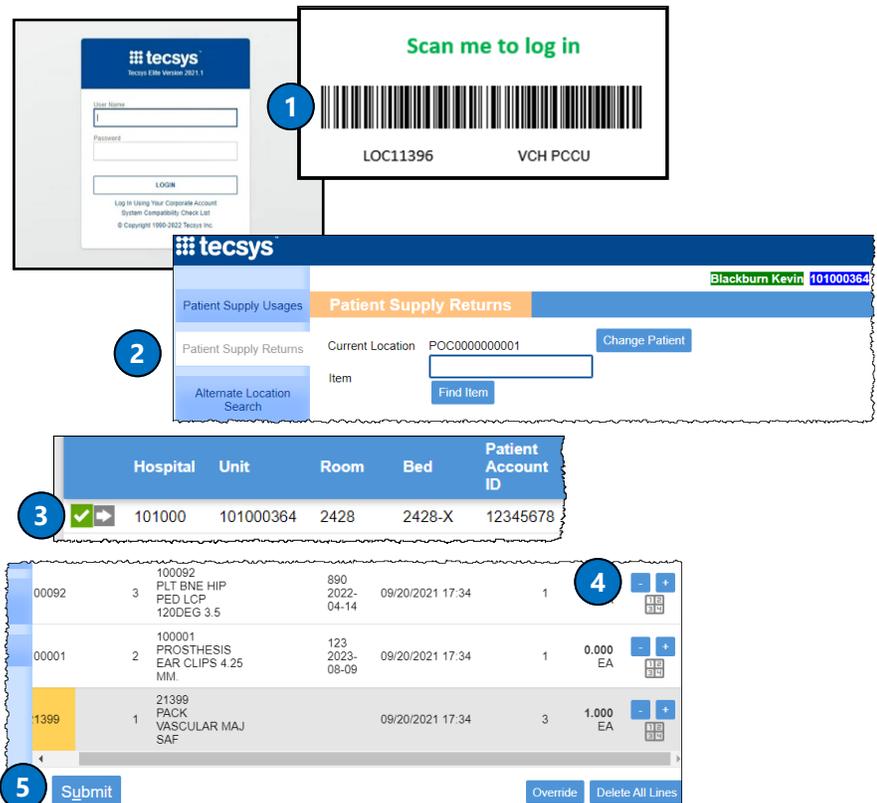


PATIENT SUPPLY RETURNS

1. Log into Tecsys by scanning the **barcode** associated with the kiosk. **DO NOT** login with your VUMC ID/password.
2. Select **Patient Supply Returns** tab.
3. Select the **check mark** next to the appropriate patient and bed. The "Patient Supply Returns" tab will identify the selected **unit and patient information**.

Note: All of the usages charged to the patient will be displayed. The "Quantity Remaining to Return" column will display the usage amount previously recorded.

4. Adjust the **quantities** as needed using the "+" and "-" buttons or the **keypad**. If no quantity is selected, no items will be returned.
5. Select **Submit** when all items have been scanned and quantities have been adjusted to increment the inventory.

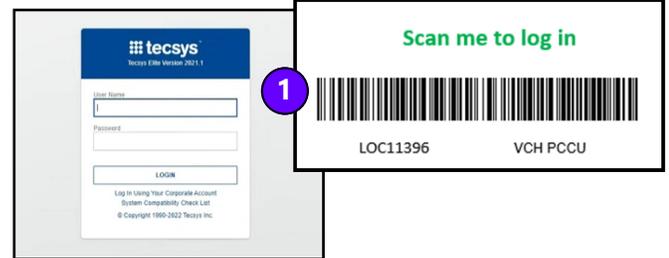
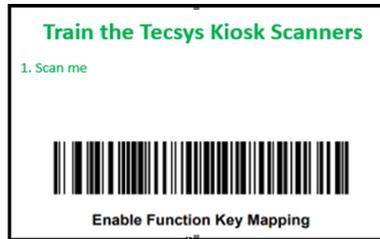


NURSING KIOSK: PATIENT SUPPLY USAGES AND RETURNS

Chargeable items indicated by a neon green bin label must be tracked in the kiosk to correctly bill patients and replenish the unit inventory stock. Follow the steps below to document supply usages and returns.

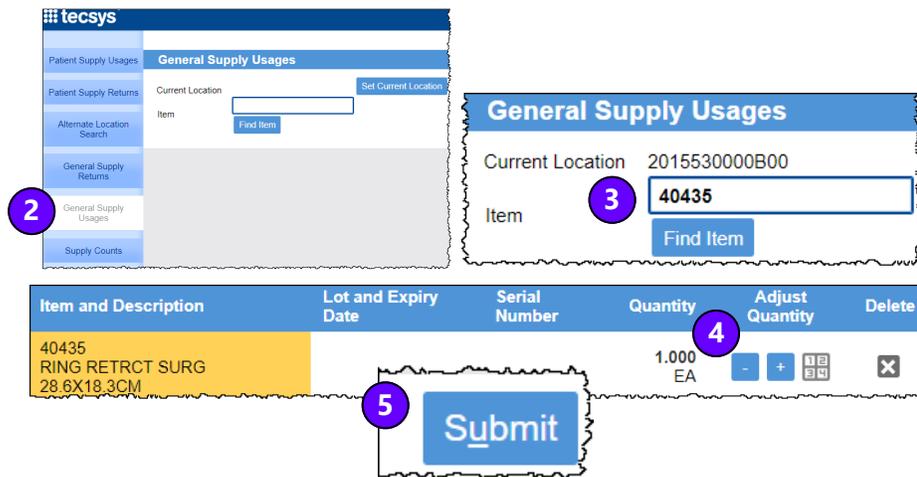
SCANNER NOT WORKING?

If you are unable to login to Tecsys by scanning the login barcode, the scanner may need to be re-trained. Scan this re-training barcode located near the workstation and then try logging in again.



GENERAL USAGE SUPPLIES (FLOOR CHARGE)

1. Log into Tecsys by scanning the **barcode** associated with the kiosk. **DO NOT** login with your VUMC ID/password.
2. Select the **General Supply Usages** tab.
3. **Scan** the bin label for the item you are documenting.
4. **Adjust the quantity** if needed.
5. Select **Submit** to decrement the inventory.



GENERAL SUPPLY RETURNS

1. Log into Tecsys by scanning the **barcode** associated with the kiosk. **DO NOT** login with your VUMC ID/password.
2. Select the **General Supply Returns** tab.
3. **Scan** the bin label for the item you are returning.
4. **Adjust the quantity** if needed.
5. Select **Submit** to increment the inventory.

